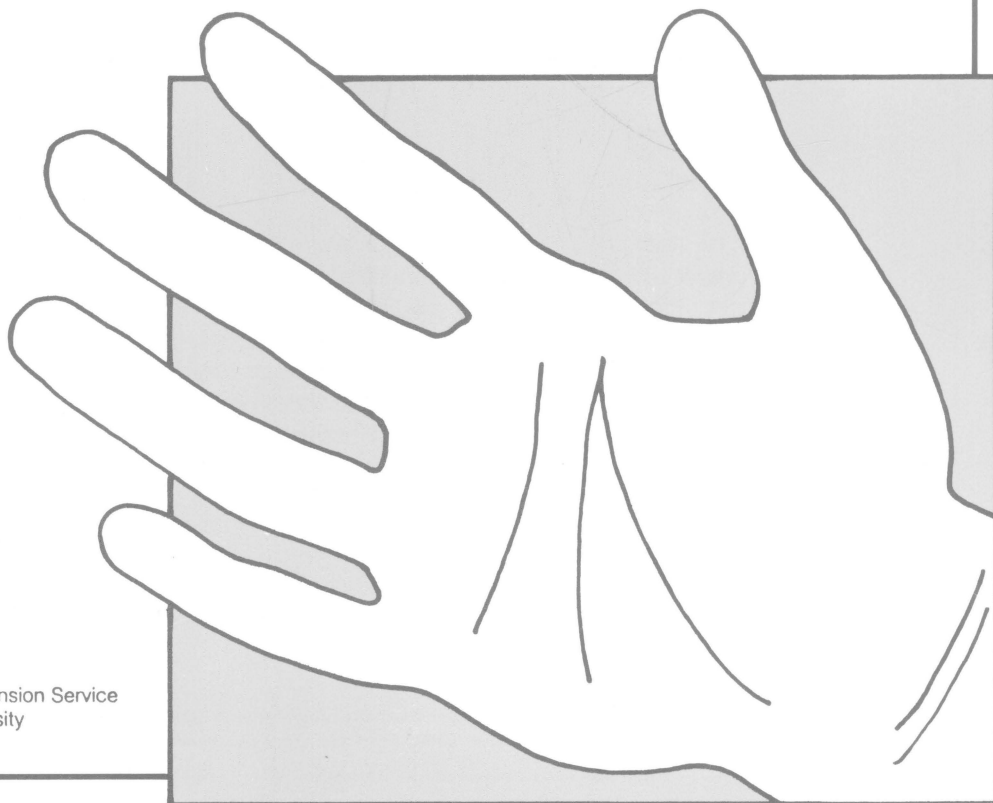


# Becoming a Child Care Provider



Ohio Cooperative Extension Service  
The Ohio State University

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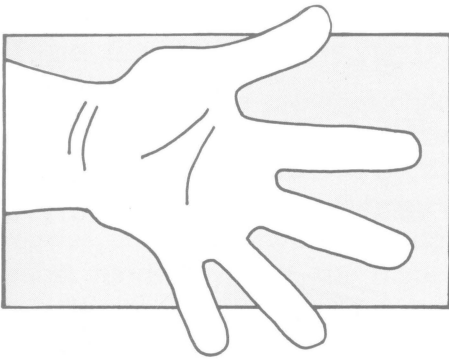


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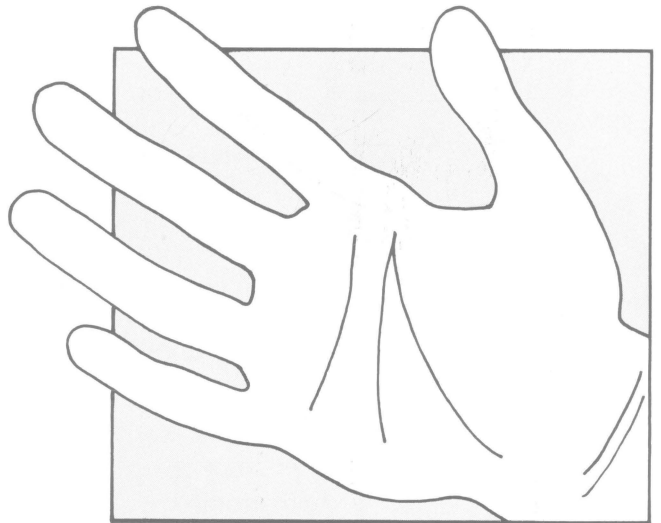
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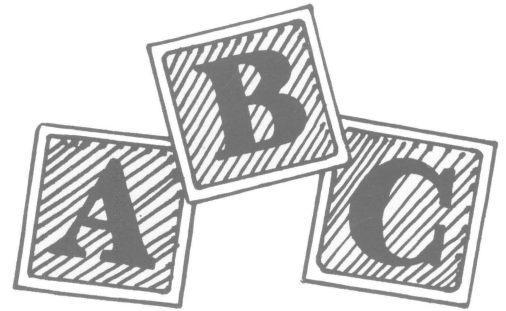
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## Becoming a Child Care Professional

*Child care is an essential service for Ohio's families with young children. As a day care provider, you contribute a vital service to parents and are of utmost importance to their children.*

Becoming a child care provider involves learning many skills and exploring new areas of knowledge such as child development, health and safety. The Cooperative Extension Service can provide more information on these and other topics.



### Is Child Care Right For You?

Before you decide on day care as a profession, ask yourself the following questions:

1. Do you enjoy being with children all day, every day?
2. Do your own children understand that they will have to share their time with you with other children?
3. Does your family understand that while you are caring for other children, these children will be your major responsibility?
4. Will your family be willing to share their home and personal belongings with other children?
5. How many children can you care for at one time in your home?
6. Are you organized?
7. Are you patient and a good listener?
8. Are you creative and willing to think of educational activities?



#### Buying Toys

Buy toys for the developmental age of the child.

### What Type of Child Care Do You Want to Provide?

Child care services can be publicly or privately funded. Type B homes that are publicly funded must be certified by the county Department of Human Services. Type A homes (the permanent residence of the administrator in which child care is provided) and those in which more than six children receive care also need to be licensed regardless of whether public or private funding is received.

It is recommended, but not required, to have privately funded homes certified by passing:

1. Health inspections conducted by the county Health Department (see Appendix I).
2. Fire inspections completed by a certified fire safety inspector.

### Definition of Day Care Services

Four types of day care services are provided to children in Ohio homes: 1) Type B family day care, 2) In-Home Child Care Provider 3) Type A family day care, and 4) Day Care Centers. For discussion purposes, the Type B and In-Home Child Care Provider can be grouped together while Type A and Day Care Centers are similar operations.



## Type B

This type of home provides child care for one to six children at one time. No more than three children may be under two years of age. Type B homes may receive public or private funding. If public funds are used, the home and provider must meet the requirements. These requirements need to be checked with your local Human Service Department.

## In-Home Child Care Provider

This person provides child care services in the child's home. Any number of children may be cared for if the children are siblings of the same family. Certified in-home child care providers may arrange to bring two of their own children with them to the home where they provide child care services.

## Type A

Type A homes, the permanent residence of the child care provider (administrator) in which child care is provided, are for: 1) 7 to 12 children at one time or 2) 4 to 12 children at one time if four or more children are under two years of age. All Type A homes must be licensed regardless of whether funding is received publicly or privately.

## Day Care Center

A day care center is a place that provides care for 13 or more children at one time. The center must not be a residence. A separate facility is required.

## Becoming a Professional

Being a professional means you care about your job. You take your job seriously and want to learn more about child care. Ways to develop a professional attitude include the following:

- Evaluate yourself. Ask children's parents for suggestions.

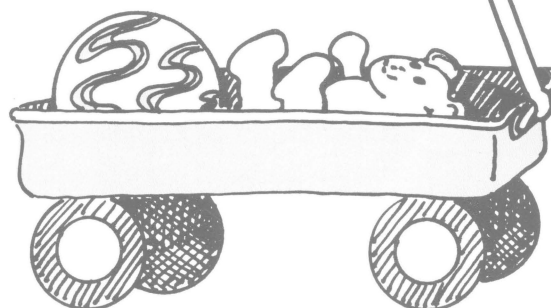
- Ask other day care providers for ideas and suggestions.
- Know the day care rules in Ohio.
- Participate in training classes, seminars and workshops.
- Join professional organizations.

An important way to grow professionally is to complete the required hours of in-service training. Training should focus on child development or early childhood education, child abuse recognition, first aid and communicable diseases.

You also can receive a child development associate credential (CDA) after completing skill evaluations in the following areas: safety, health and nutrition, learning environment, physical development, cognitive development, communication, creativity, self-concept, social development, guidance, families, program management and professionalism.

By becoming a child development associate (CDA), you will establish yourself as a qualified child day care provider with competencies in many areas. For complete information about qualifying for the CDA credentials, the cost and a free application packet, contact:

Child Development Associate Program  
**National Council for Early Childhood Professional Recognition**  
1718 Connecticut Avenue, N.W.  
Suite 500  
Washington, D.C. 20009  
(800-424-4310)



*It is state law to never have more children in the Type A or Type B home than are licensed. Any children under age six who are related to the provider and are on the premises are included in the maximum number of children permitted in Type A or Type B homes.*

## Deductions for I.R.S.

You may write off the cost of items that you buy for use in your day care business. The provider must also save the receipts for any item they deduct and keep accurate records. It is also recommended that you consult a professional tax assistant familiar with family day care, to assist you in preparing your I.R.S. forms.

The following are examples of deductible items:

- first aid supplies
- fire extinguisher
- utensils for food preparation
- cost of health certification
- costs of field trips
- materials & labor to make outdoor play area safe
- newspaper advertisements to attract clients
- cleaning supplies
- mileage for transporting children
- nonconsumable supply items
- furniture or equipment you had to buy for the children
- utility expenses
- postage or billing clients
- cost of tax preparation
- continuing or adult education classes related to day care
- magazines or journals used as day care resources
- home improvements made to meet safety standards or to childproof your home

## Child Day Care Is a Business

*The idea of operating a child day care program in your home may interest you because of your love for children, but first realize that it is more than a service to families, it is a business.*

### Business Practices

As in all well-run businesses, three things should be done to maintain a child day care business: 1) keep records, 2) file taxes and 3) have insurance.



### Ohio law requires providers to keep the following records concerning each child:

1. Parent-provider agreement. This agreement should include the child's name, address, birth date, date of admission, schedule of provided care, parents' names, work addresses, phone numbers and emergency contact information.
2. Emergency agreement (Emergency Transportation Authorization).
3. Parental permission for the child's participation in field trips, routine trips, swimming, etc. According to the Ohio Bureau of Motor Vehicles, a person is advised to consider obtaining a chauffeur license when providing transportation for children.
4. Health records and procedures for administering medication.
5. Emergency or accident medical and dental plans with signed parental permission that allows the child care provider to have the child treated.
6. Specific plans for care of a child with handicap conditions.
7. Record of parent-provider conferences (at least one conference a year is recommended).

### Other information the provider should file includes the following:

1. Valid certificate and vendor agreement.
2. Documentation of completed training.
3. Medical statement verifying the provider's health.
4. Fire evacuation plan and record of monthly fire drills.
5. Program of daily activities (see Appendix II).

## Record Keeping

Develop a record keeping system that is easy to use. Keep all records in a convenient place. An inexpensive box or file cabinet is a suitable place to store file folders containing important forms and papers.

Up-to-date information concerning necessary records can be obtained from your County Department of Human Services.

## Handicapped or Health Condition Children

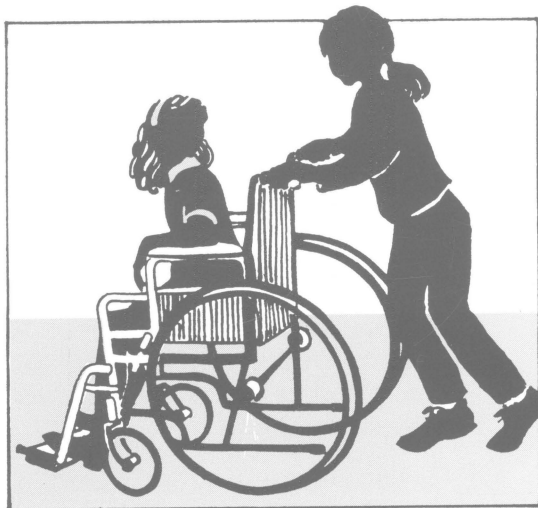
Any type of child day care may accept handicapped and health condition children. For example: Asthma, Diabetes, Spinal Bifida, etc. The number of children for each type does not change. The only extra item that needs to be completed is a written plan for the care of the children. Assistance can be given on the plan from the Human Service Department and/or parents.

This plan must be approved and signed by the child's parent, the provider and the County Human Service Director.

## Taxes

In addition to filing forms required by Ohio, file records that are needed for tax purposes. Five principles to remember about taxes include the following:

1. You are required to pay income and social security taxes.
2. Tax regulations change. For current information regarding tax deductions, ask a tax consultant or contact the Internal Revenue Service.
3. You can deduct only food and supply costs used by day care children. If you also care for your own children, you can only deduct the percentage of supply costs used by day care children.



4. You cannot deduct any expenses for which you are reimbursed (such as the USDA Child Care Food Program reimbursements).
5. Save receipts for items you deduct so you can verify expenditures.

You must keep track of two types of expenses, direct and indirect. An explanation of each type follows.

**Direct expenses:** These include costs incurred by providing food, household supplies, day care supplies, learning materials, toys, mileage, insurance and miscellaneous day care expenses. All of these direct expenses may be deducted. Examples of miscellaneous deductions include the cost of medical exams, attending training conferences, day care organization dues, professional books and magazines, advertising costs, professional services (such as a tax consultant), file box, calendars and office supplies.

**Indirect expenses:** These include utility costs and repairs to your house. Depreciation of your house, furniture and appliances also can be claimed. These deductions are determined according to the percentage of use by your family and your day care business. You may want to contact a tax consultant to help figure these indirect expenses because they are more complex to document as deductions.

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*Lock "danger" items—medicines, toxic bleaches, oven and drain cleaners, paint solvents, polishes and waxes in secure places, out of your child's sight and reach. Don't leave these items under a sink or in plain view. Buy only items packages in CHILD-RESISTANT containers.*

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## Insurance

Insurance is needed to protect your business from certain risks and losses. Do not assume your day care business is covered under a standard homeowner policy. In most instances, business claims will not be covered.

One of the first steps in securing adequate insurance coverage is to recognize risks for which your business is liable. Types of insurance coverage to consider are:

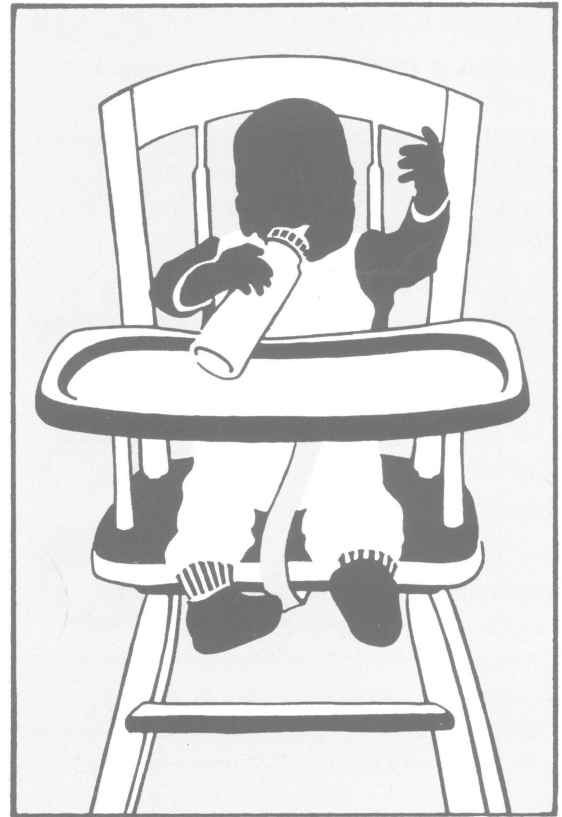
1. Liability and general coverage
2. Vandalism
3. Theft
4. Fire
5. Product liability (especially if you serve meals)
6. Automobile
7. Worker's compensation (If you hire an employee, the law requires the employee to be covered with worker's compensation insurance. Employees must register with the Ohio Bureau of Worker's Compensation to be insured for job-related accidents or sicknesses.)

Remember, if family members are hired, including children, they also must be registered with Worker's Compensation. Each employee must be insured.

In a sole proprietor or partnership business, you are not required to pay worker's compensation on yourself or your partner. If you incorporate, you become an employee of the corporation, and you are subject to worker's compensation. How much you pay the employee determines how much workman's compensation is paid.

All worker's compensation inquiries should be directed to:

**Ohio Bureau of Worker's  
Compensation**  
246 N. High Street  
Columbus, OH 43215  
(614-466-1000)



## How Much Insurance?

For many people in business, this is a difficult question to answer. Remember, the purpose of buying insurance is to enable people to continue their businesses and lifestyles if a misfortune occurs.

If your family insurance company does not offer child care insurance, contact another company that offers child care protection plans. Other types of insurance available include single coverage, life insurance, health insurance and retirement plans.

You may decide to consult with several insurance agents and with your attorney to determine the insurance coverage that is adequate for you and your business. Also, your insurance risks will change from time to time, so review your policy regularly with your agent.

Additional information is available from the Small Business Administration Bulletin 2018, *Insurance Checklist for Small Business*.

### High Chair Safety Tips:

1. Always use re-straining straps provided.
2. Be sure that the locking device on a folding high chair is locked each time you set up the chair.
3. Never allow a child to stand up in a high chair.
4. Closely supervise children in a high chair.
5. Keep high chairs far enough away from a table, counter, wall, or other surface so that a child can't push off from it.
6. Don't let children play around a high chair or climb into it unassisted.
7. Older children hanging on to a high chair while a baby is in it could cause the high chair to tip over.

## Determining Your Profit

*Record keeping skills, shopping practices and the amount of labor invested in your business will determine your profit. Prices charged for child care should be high enough to cover all expenses, allow for profit and be reasonable enough to attract customers.*

### Prices

Prices for child care service should be established between total expenses and the prices charged by competitors.

First, total all your costs, variable and fixed. There is no formula for determining what to charge as a child day care provider. Every business must approach the problem individually. After becoming a child care provider, you will know what your costs are and can adjust your fees. You may need to look at ways to become more efficient without affecting service quality.

### How Much to Charge to Make A Profit

Profit is the financial reward for the effort expended in operating a business. There are at least four methods you can use to arrive at a charge for your service.

1. What you think people will pay.
2. What other child care centers charge for a similar service.
3. An estimate of costs and labor.
4. Knowledge of costs, both direct and indirect, plus an hourly wage and profit.

Beginners usually choose the first two methods. They can discover by trial and error if prices are too high or too low for the market, but they will not know if there will be an acceptable return on their investment. Neither method is recommended except as a short-term way to test the market.



The most reliable methods require a thorough knowledge of your costs in time, materials and personal energy. The following **examples** may help:

#### 1. Direct expenses for one day:

a. Food	\$ .75
b. Household supplies	.50
c. Mileage (needs to be figured; e.g. if you take a child to lessons, etc.)	
d. Insurance (figured at \$175 a year)	.50
e. Day care supplies	.75
f. Miscellaneous day care expenses	.75
<b>Total direct expenses</b>	<b>\$3.25</b>

#### 2. Indirect expenses for one day:

a. Utilities (gas, electricity and water)	
–Electricity (includes heating)	6.00
–Water (figured on \$3.50 a month)	.12
b. Depreciation of your house (e.g. carpet, furniture. Amount is figured on \$700 a year)	1.90
–if you declare depreciation it must be reported to the Internal Revenue Service	

**Total indirect expenses** **\$8.02**

#### 3. Labor

–Charge per child	\$1.25/hour
–Charge per family	\$1.50/hour



### Example 1: Care for one child

Direct Expenses	Indirect Expenses	Charge per Child (\$1.25/hour) \$10.00	Receipts			Projected Net Income
			Per Day	Weekly	Yearly	
\$3.25	\$8.02		\$21.27	\$106.35	\$5,530.20	\$2,600.00

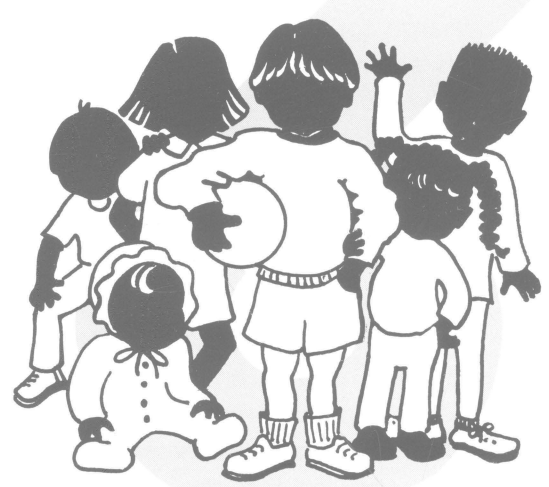
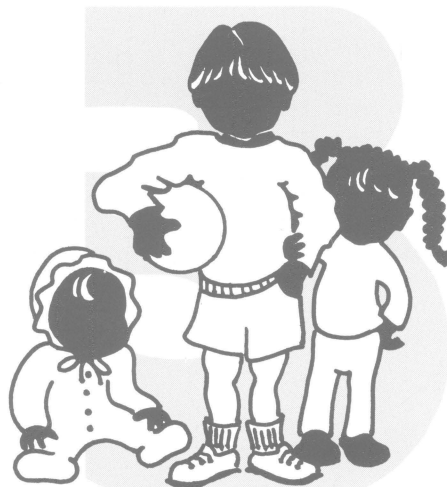
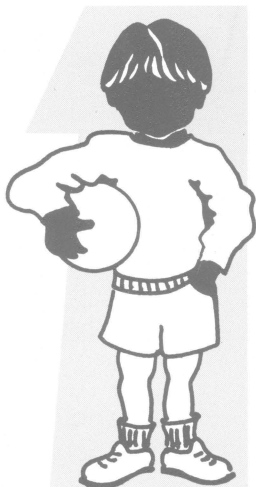
### Example 2: Care for three children (Two children from the same family, one child from another family.)

Direct Expenses	Indirect Expenses (Divided by 3)	Charge per Child (1.25/1 child per hr.)  (1.50/2 children in same family per hr.)	Receipts			Projected Net Income
			Per Day	Weekly	Yearly	
\$3.25	\$2.67	\$10.00/1 child	\$15.92	\$79.60	\$ 4,139.20	
6.50	5.34		23.84	119.20	6,198.40	
		\$12.00/2 children			\$10,337.60	
						\$5,717.40

### Example 3: Care for six children (All six children from separate families.)

Direct Expenses	Indirect Expenses (Divided by 6)	Charge per Child (\$1.25/hour)	Receipts			Projected Net Income
			Per Day	Weekly	Yearly	
\$19.50 per Child	\$8.02 1.34	\$60.00	\$87.52 \$14.59	\$437.60 72.95	\$22,755.20 3,793.40	\$15,600.00

Figures are based on an eight-hour day. Professional assistance with the area of pricing could be found from your Cooperative Extension Service, Department of Human Services, or the Small Business Administration.



## The Components of Price

A price has three components:

- 1) labor — the value of time spent;
- 2) the total costs — the value of materials and overhead consumed; and
- 3) profit — the reward for being in business.

## Labor

Labor is an expensive contribution to business because it is a non-renewable expenditure. Each child care provider must develop a system to set a reasonable value on time spent, or labor.

The following can be used to set value on time for labor:

1. Minimum wage: Consider the type of work that earns the minimum standard. How does your skill and training compare?
2. Self-perception: Consider what your time is worth based on wages paid by an employer in similar types of employment in your area.
3. Desired return on time: Consider a necessary annual wage to achieve the desired standard of living.

The above factors can be assigned a money value. Be sure to consider them when you charge for your service. Remember, the key to establishing a charge is to set it high enough to cover all costs and low enough to encourage people to use your child care facility.

## Range of Pay Scale

Salaries for child day care providers in Ohio range considerably. Departments of Human Services pay approximately \$1 an hour for persons who care for children publicly. These children are under the Federal Title XX program.

The pay scale depends on various factors: location in state, location in community, price people are willing to pay, personal training and qualification and condition of facility.

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### *Marketing Your Family Day Care Business*

- *Community Bulletin Boards—churches, schools, libraries, supermarkets, laundromats*
  - *Personnel offices of nearby companies*
  - *Local newspapers*
  - *Local employment offices*
  - *Go to schools on registration day*
  - *PTO/PTA meetings*
  - *County Department of Human Services*
  - *Word of-mouth*
- 



## Overview For a Type B Child Day Care (One to Six Children)

*If you would like to take care of a few children in your home, this might be the avenue for you. Type B child care is where the provider cares for one to six children in his/her home.*

### Description

A Type B child day care home is the permanent residence of the provider who cares for one to six children. (No more than three of the children can be under 2 years of age.) The child care provider's children are counted if they are in the home and under age 6. The provider must be 18 years or older.

Type B child day care is serviced through the county Department of Human Services. The purpose of this service is to help eligible, low-income families pay for child care services in certified homes. Applicants must apply to the county Department of Human Services to determine eligibility for child care.

The following information provides an introduction to the certification process

for Type B child day care homes. Contact your county Department of Human Services for more specific information.

### Funds

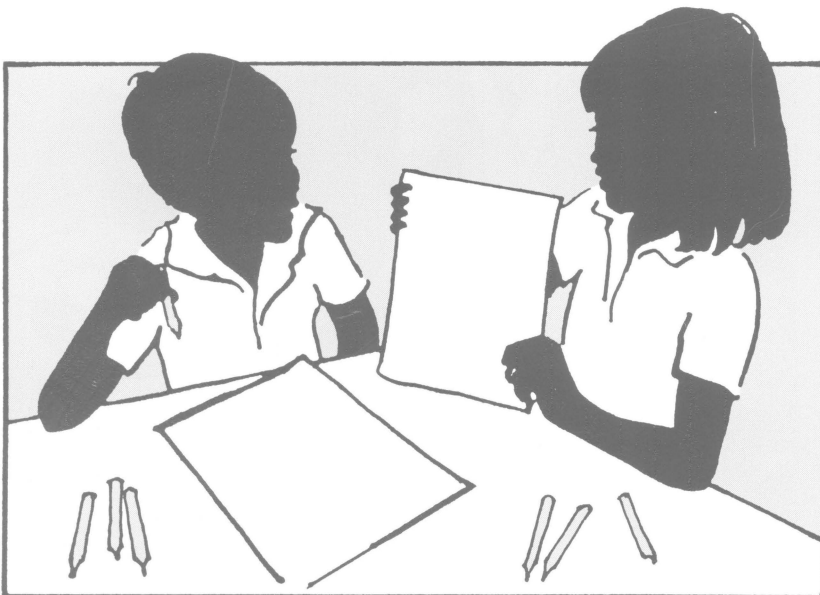
A child day care provider can receive public funds for caring for children. According to state rules and regulations, the providers must be certified by the county Department of Human Services.

### Certification

Completed applications are reviewed after they are submitted. A child day care provider must have certain qualifications. Check with your county Department of Human Services for specific information.

You must submit names of references, and they will be checked. Also, a medical statement signed by a licensed physician is required and the names of at least two persons who can provide emergency care for the children in your care. Persons who provide emergency care may be other certified Type B providers. Certified providers must be approved by the county Department of Human Services.

Each certified provider is required to complete some hours of in-service training yearly until they have completed the requirement set by the state. Contact your local Human Services Department for more information. Specific rulings for persons with advanced training exist that may exempt them from this requirement.





## Home Inspection

The child day care provider's home must comply with minimum physical requirements. Compliance will be determined upon inspection by the Department of Human Services. Some of their concerns include the following:

1. Fire safety and prevention.
2. Indoor floor space.
3. Outdoor play space.
4. Safe and sanitary furniture, materials and equipment.

## Enrolling a Child for Day Care

When the child day care provider begins to care for a child, the provider and the parent must sign a parent/provider agreement. A medical statement will be required for each child, and certain records must be kept on file. The parents must be notified of rights of access to all child day care areas. You will be required to schedule periodic parent conferences.

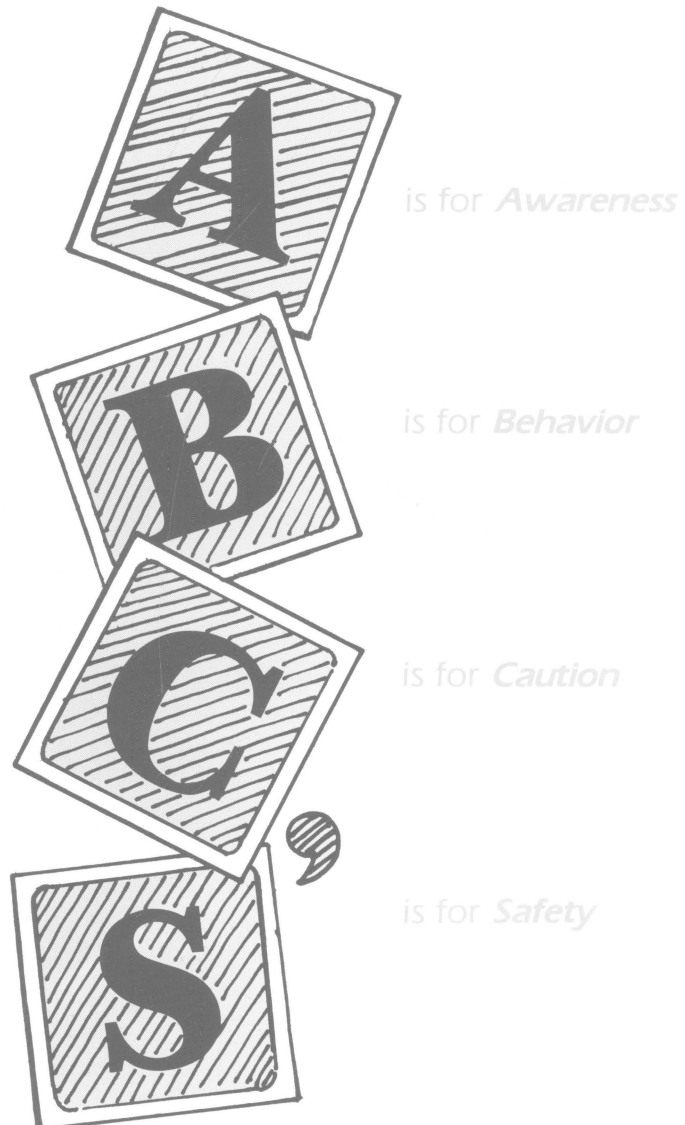
## Payment

Depending upon income, some families using the day care facilities will qualify for full funding by the child day care program, while other families will qualify for only partial payment from public funds, and the child's family will have to make the remainder of the payment. And, in some cases, you may be funded entirely by families who pay you directly.

You will receive billing forms and billing dates from the county Department of Human Services that will enable you to submit a claim for payment on a monthly or bi-monthly basis. If you also accept payments from parents who are paying you entirely for their child's care (private pay), those children are counted in the total number of children that the child care provider is certified to care for in this program.

### Characteristics of a Good Toy:

- washable
- too large to be swallowed
- hygienic materials for stuffed toys and dolls
- tough enough so that they can't be chewed or broken
- constructed without spikes, wires, or beads
- painted with lead-free paint
- squeakers or noise makers cannot be swallowed
- shatterproof plastic smooth
- buttons, wheels, eyes, parts on securely
- non-flammable, flame retardant, or flame resistant
- will not give off heat
- rust proof



## In-Home Child Care Provider

*The In-Home child care service is a favorable arrangement. The Provider goes to the children's home. This is a good arrangement because the children remain in their own home environment.*

### Definition

An in-home service provides child care in the employer's home. This person is also required to be certified by the county Department of Human Services.

The following information provides an introduction to the certification process for an in-home child care provider. Contact your county Department of Human Services for more specific information.



### Certification

Every person desiring certification must apply to the county Department of Human Services. The Department will inspect the home of every child receiving child day care services. This inspection may be unannounced. If, after certification has been granted, the child's home address is changed, the in-home child care provider must notify the county Department of Human Services.

### Qualifications

The in-home child care provider must

be at least 18, must understand and comply with the rules and regulations set by the county Department of Human Services, and must be capable of handling emergency situations. The child care provider shall have at least one of the following:

1. At least six months' experience in caring for a child under 6 years.
2. An associate or higher degree in child development or early childhood education from an accredited institution.
3. A pre-kindergarten associate or teaching certificate issued by the state Board of Education.
4. A child development associate credential.
5. Evidence of graduation from a two-year vocational child care training program approved by the state Board of Education. The two-year training does not exempt the provider from additional training requirements.

The in-home child care provider shall not have any outside activities or employment that will interfere with time required for child care. This person earns at least minimum wage.

Also, the in-home child care provider applicant must submit at least three satisfactory references to the county Department of Human Services Director. These references must not be related to the in-home child care provider.

### Medical Statements

The in-home child care provider must be mentally and physically able to carry out his/her duties.

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*Keep all thin, plastic wrapping materials, such as dry cleaning, produce, or trash bags away from children.*

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The following are standard procedures concerning medical statements:

1. The provider must be examined by a licensed physician not more than 12 months before certification.
2. A medical statement will be provided on a form prescribed by the county Department of Human Services Director.
3. The county Department of Human Services Director shall provide a copy of the medical statement to the in-home child care provider.
4. The in-home child care provider may be required to submit a current medical statement at any time.

### Group Size

The in-home child care provider may not provide child day care services for any children other than the employer's children while in the individual's home. If certified, the child care provider shall only provide care for children whose child day care services have been approved by the Ohio Department of Human Services. They may approve child day care services to be provided by an in-home child care provider to any number of the employer's children who reside on the premises.

The in-home child care provider may bring no more than two of his/her own children to the employer's home while providing child day care services, and the employer must grant his/her consent before the in-home child care provider may bring his/her children for child day care in the employer's home.

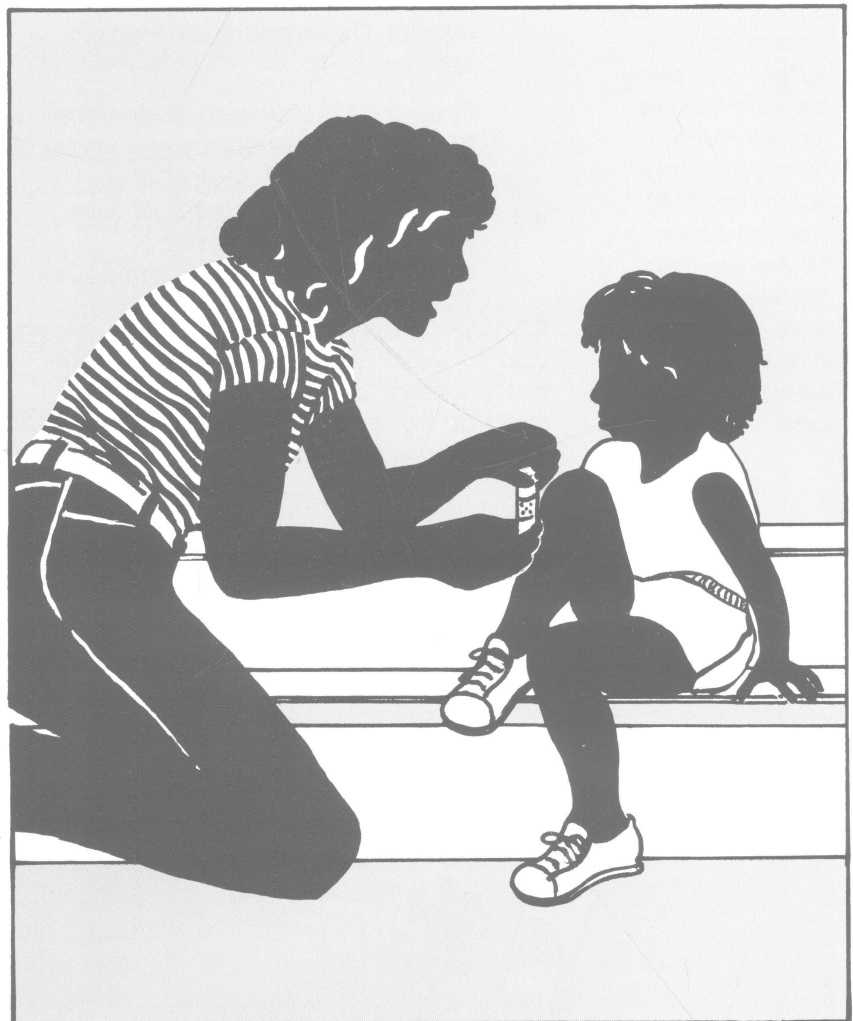
### Training

Each certified provider is required to complete some in-service training hours yearly until the requirements have been met by the state. Check with your local Human Services. Specific ruling for persons with advanced training exist that may exempt them from this requirement.

## Home Inspection

The employer's home must comply with minimum physical requirements. Compliance will be determined upon inspection by the Department of Human Services. Their concerns often include the following:

1. Fire safety and prevention.
2. Indoor floor space.
3. Outdoor play space.
4. Safe and sanitary furniture, materials and equipment.



## Overview For Type A Child Day Care (7 to 12 children)

*Type A child care provider provides for 7-12 children in their own home and needs to hire a staff member to help care for children. Licensing of home needs to be received to operate. This type of business can be very rewarding for the individual who likes to work with a large number of children.*

*A number of different services can be offered to families and as part-time day care.*

### Description

Type A child day care can be provided to the following:

1. Seven to 12 children at one time, including any children under 6 years of age related to the administrator or an employee of the Type A home. This type of day care must be licensed by the district Department of Human Services.
2. Four to 12 children at one time if four or more children are under 2 years of age, including any children under 6 years of age who are related to the administrator or to an employee.

Choosing this type of child care allows you to work within your own home. For a better understanding, see the ratio of how many children can be cared for at one time on page 17.

The following information provides an introduction to the certification process for Type A child day care homes. Contact your county Department of Human Services for more specific information.

### Public or Private Funding

Which do you choose—do you want to be publicly or privately funded?

A person is not limited to being funded by one form or the other; they can choose to be both publicly and privately funded. Here is an explanation of public funding and private funding:

**Public Funding** - You provide day care to children as a service to the county and district Department of Human Services under the Federal Title XX program. The department provides names of prospective families to child care operations.

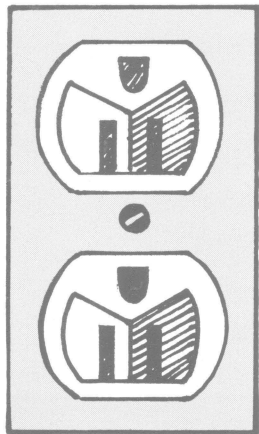
**Private Funding** - Child care is provided for individual families who pay you personally for your services.

### Type A Services

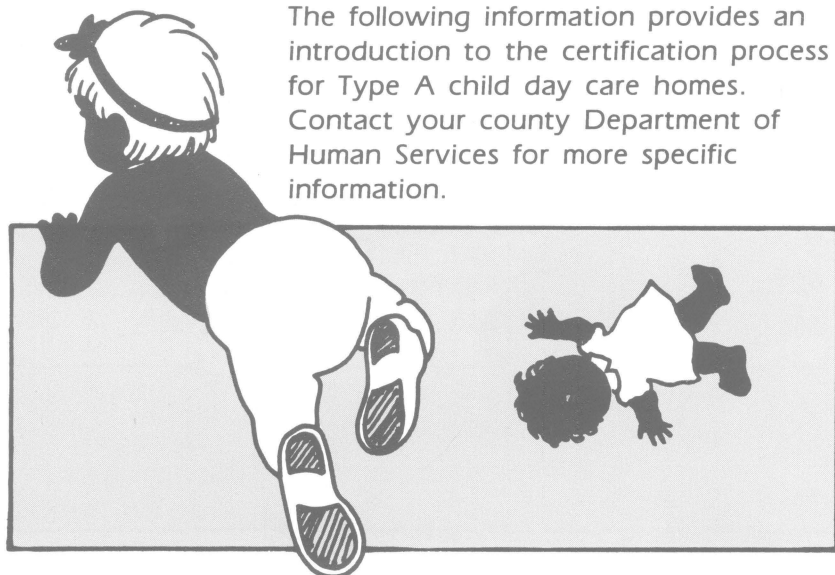
You can provide a number of arrangements or services as a Type A child day care. The following is a list of services to offer. For more information on rules and regulations, contact your county Department of Human Services.

**Part-time** - In a part-time day care facility, no more than four hours of care per day is provided for any child.

**Parent Cooperative** - Two or more parents may form a parent cooperative to offer day care. Program membership consists of a majority of parents whose children receive care from the program.



*Guard against electrical shocks. Cover unused electrical outlets with safety caps. Unplug electric hair rollers or hairdryers when not in use. Children have been electrocuted by hairdryers that were left plugged in and fell into bathroom sinks or tubs.*



One parent is present at all times when children are present.

**Drop-in** - A drop-in day care means that child care is provided on a temporary, irregular basis. This means that no child is in attendance for more than ten hours per month.

**School Child** - This type of day care is provided to school-age children before or after school.

## Approval

To be a Type A provider, building and fire approval is required:

**Building** - The building in which the Type A home is located must be approved by the Department of Industrial Relations or a certified municipal, township or county Building Department.

Your home must have at least 35 square feet of usable indoor wall-to-wall floor space.

**Fire** - The state fire marshal or certified fire safety inspector must annually inspect the building to update licensing.

## Licensing

A Type A family day care provider must be licensed to operate as a business with child care staff members as employees. Anyone desiring licensing, regardless if publicly or privately funded, should contact the district Department of Human Services Director. There is an initial licensing fee.

## Administrator Qualifications

To qualify as a child care administrator, the applicant must be at least 18 years and have completed a high school education or two years of training in an accredited college, university or technical college. The completion of a course in child development or early childhood education is required.

In addition, the applicant should have at least two years of experience caring



for the same age children for which care is now to be provided. Care of one's own children cannot be counted towards meeting this requirement.

## Child Care staff

Type A child care requires a hired staff. At least two child care staff members must be present when seven or more children of any age are on the premises.

The maximum number of children cared for by one staff member should not exceed six. One person may care for children according to the following ratios.

	Infants (18 months or less)	Toddler, Preschool, or School-age
Number	0	6
	1	5
	2	4
	3	3
	4	0

Staff members should be assigned regular working hours, have a high school diploma and be willing to take child care courses offered by approved programs. A student enrolled in a vocational child care training program may be a staff member.

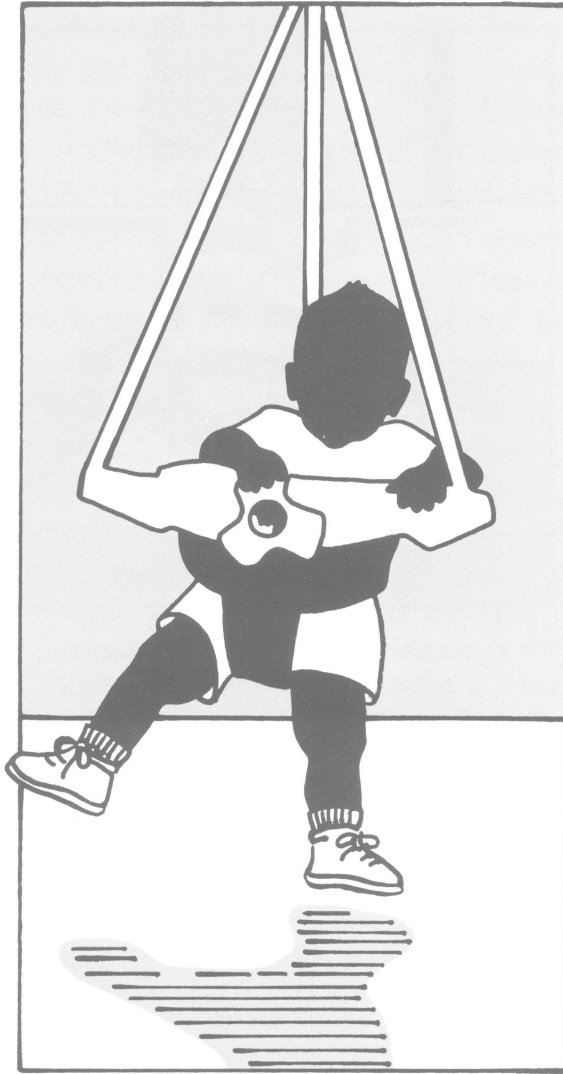
*Keep children away from open windows to prevent falls. Don't depend on screens to keep the child from falling out of the window. They are designed to keep insects out, not children in. Avoid placing furniture near windows to keep children from climbing to a window seat or sill.*



### Pacifiers

In 1977, the Consumer Product Safety Commission issued a regulation for the safety of pacifiers. Among other requirements, the regulation says that:

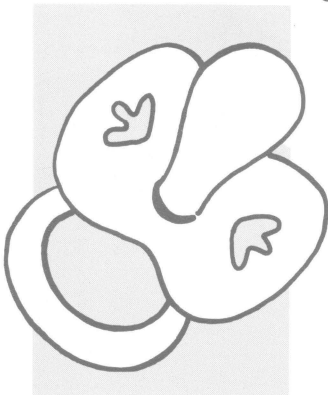
- Pacifiers must be strong enough that they will not come apart into small pieces on which a baby could choke or suffocate.
- Pacifier guards or shields must be large enough and firm enough to prevent the pacifier from being drawn entirely into a baby's mouth.
- Pacifier guards or shields must have ventilation holes to make it possible to breathe if the baby gets the pacifier shield in its mouth.
- Pacifiers cannot be sold with a ribbon, string, cord, or yarn attached, and must be labeled with the statement: "Warning—DO NOT TIE PACIFIER AROUND CHILD'S NECK AS IT PRESENTS A STRANGULATION DANGER."



### Staffing Information

Information on current staff members should be formally documented by the Type A home and made available for review. The Type A home must comply with maximum number of children per child care staff member requirements and shall maintain an employee record chart that shows:

1. Name of each employee.
2. Name of each child for whom the staff member is responsible.
3. Hour(s) during which any staff member is engaged in giving child care activities.



### In-Service Training

Each administrator and staff member must complete in-service training in child development or early childhood education annually. This is in effect regardless of the length of time the home is in operation. Staff members also need to be able to administer first aid and recognize signs of child abuse.

If you consider starting a Type A child care facility, contact the district Department of Human Service or state One-Stop Business Permit Center (1-800-248-4040) for further rules and regulations. You will receive information about outdoor play space, quiet and active play, equipment for different ages, nap provisions, safe and sanitary furniture, first aid supplies, admission policies and procedures, meal preparation and meal service.



## Child Day Care Centers (13 or more children)

*A child day care center is offered to families in a facility, separate from the child care provider's home for 13 or more children at one time. This facility needs to be licensed and staff members must be hired to help care for children. A community can benefit from a variety of services offered by a day care center.*

### Definition

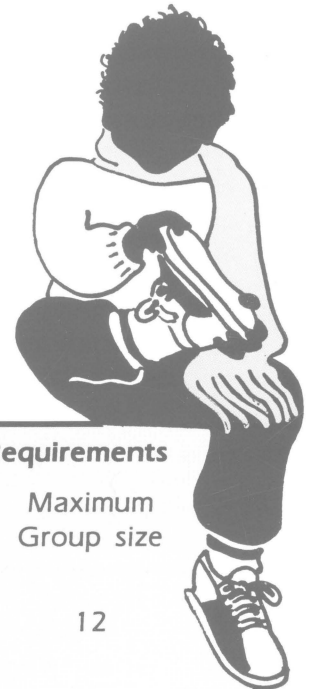
A child day care center is any place that provides child day care for 13 or more children at one time. The center must not be a residence; a separate facility is required.

The following information provides an introduction to the certification process for child day care centers. Contact your county Department of Human Services for more specific information.

### Licensing

Any person, firm, organization, institution or agency desiring to establish a child day care center may apply for a license at the district Department of Human Services.

When submitting your initial application, use the site plan and description of operation form provided by the district Department of Human Services Director. After the application



### Number of Children Per Child Care Staff Member and Maximum Group Size Requirements

Age Category of Children	Maximum Number of Children Per Staff Member	Maximum Group size
<b>Infants</b>		
(a) Less than 12 months old	5:1 or 12:2 if two child care staff members are in the room	12
(b) At least 12 months old	6:1	12
<b>Toddlers</b>		
(a) At least 18 months old, but less than 30 months old	7:1	14
(b) At least 30 months old, but less than 3 years old	8:1	16
<b>Pre-School Children</b>		
(a) Age 3	12:1	24
(b) Ages 4 and 5 who are not school children	14:1	28
<b>School Children</b>		
(a) A child who is enrolled in or is eligible to be enrolled in a grade of kindergarten or above but is less than 11 years old	18:1	36
(b) Ages 11 through 14	20:1	40

### *Play Can Stimulate Growth*

1. *Social—interaction, talking, saying "please" and "thank you"*
2. *Language Activities—reading, identifying objects, talking*
3. *Cognitive Activities—thinking and finding hidden objects*
4. *Large Motor Activities—climbing, running*
5. *Small Motor Activities—stacking, playing hand games*

*Play can be divided into 5 Basic Categories which include indoor and outdoor play and active and quiet activities.*

has been filed, the director shall investigate and inspect the center to determine the license capacity for each age category of children. A fee of approximately \$100 payable at the time of application is required for licensure. The building will need to be inspected by the: 1) state building inspector, 2) state electrical inspector and 3) state fire marshal. Each may or may not have a fee for services.

### **License Capacity**

The license shall state the license capacity for each age category of children. Limitations may be placed on the license capacity by the director according to the following criteria:

1. Building or fire department occupancy limitations.
2. Usable space.

The child day care center must have at least 35 square feet of usable indoor wall-to-wall floor space.

3. Maximum number of children per child-care staff member and

maximum group size requirement.

4. Equipment requirements—cots and cribs.

### **Administrator Qualifications**

The child day care center administrator must be at least 18 years old; have at least a high school diploma or certification of high school equivalency; and have evidence of completion of at least two years of training in an accredited college, university or technical college, including courses in child development, or at least two years experience in supervising and giving daily care to children attending an organized group program.

The administrator is responsible for the daily operations of the center's program and for implementing the licensee's plans.

The administrator shall be on-site for a minimum of half of the hours the child day care center is in operation during the week or a minimum of 40 hours per week, whichever is less.





## Child Day Care Center Employee

This staff member is assigned to a group of children and has regular work hours and days assigned. The following are required:

1. The employee must be at least 18 years old.
2. The employee has a high school education or has completed a training program approved by the state Department of Human Services or state Board of Education.

**Note:** The employee can be less than 18 years if he/she is a student enrolled in the second year of a vocational child care training program that leads to high school graduation and is approved by the state Board of Education.

Types of services provided by day care centers include:

**Part-time** - In a part-time day care facility, no more than four hours of care per day is provided for any child.

**Parent cooperative** - Two or more parents form a parent cooperative offer day care. Program membership consists of a majority of parents whose children receive care from the program. One parent is present at all times when children are present.

**Drop-in** - A drop-in day care means that child care is provided on a temporary, irregular basis. No child is in attendance for more than 10 hours per month.

**School child** - Day care is provided to school-age children before or after school.

### Select Toys for the Age of the Child

#### Infant to three months of age

crib mobile  
tick-tock clocks  
toys that make noise or music: rattles or bells  
teething beads or toys  
ceiling posters  
crib mirror  
plastic keys

#### Three to six months

smooth clothes pins  
crib exerciser  
teething toys  
varied texture toys  
cloth balls  
stuffed animals  
soft fabric dolls  
busy box  
mirror  
picture books

#### Six to twelve months

peek-a-boo houses  
soft balls  
teddy bears  
blocks

#### Twelve to twenty-four months

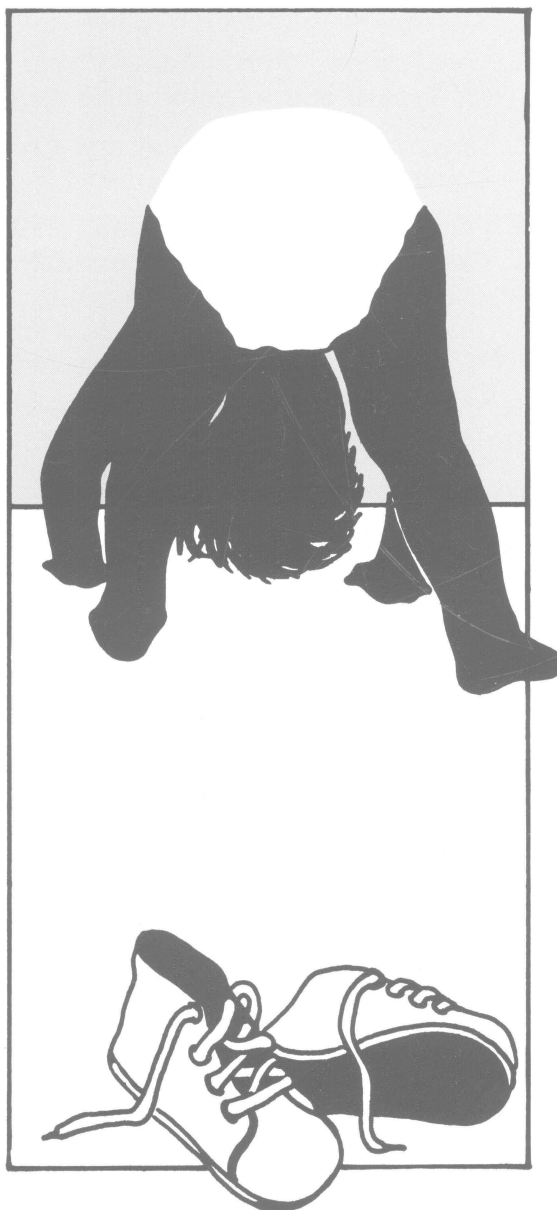
carriage  
train or boat set  
wagon  
stacking disc  
indoor gym  
musical instruments  
rocking horse  
truck/car/bike toys  
bean bag  
play house

#### Two to three year old

books  
sand box  
buttoning and lacing toys  
dress-me-dolls  
puzzles  
rid'em bikes, trucks, cars  
mini kitchen  
coloring materials  
building blocks  
dress up clothes

#### Preschoolers

puppets  
records and books  
paints  
puzzles  
clay  
bike/training wheels  
play store  
toy towns, farms  
gym equipment  
telephone



## A Checklist of Forms and Information

Numerous forms must be completed by child care providers. Contact related agencies for information and help in completing these forms. Consult the following checklist for guidance.

1. Tax information - Refer to Cooperative Extension Service fact sheets. For example, the series *Starting a Business in Your Home* provides information on federal taxes that apply to home business.
2. SS-4 - Employer Identification Number - Contact your Internal Revenue Service for the form.
3. Social Security forms - Contact your local Social Security office.
4. Worker's Compensation - Contact the Risk Inquiry (1-800-282-9536).
5. Food Reimbursement - Contact your county or district Department of Human Services or write to: State Department of Education, 65 S. Front Street, Room 715, Columbus, OH 43266-0308. (Some Community Action Commissions are handling this food reimbursement throughout the state.)
6. Certification Forms - Contact your county Department of Human Services for Type B and In-Home Child Care Provider services.
7. Licensing form for Type A and Child Care Centers - Contact the district Department of Human Services.
8. For more specific information, see the most recent copy of the Ohio Cooperative Extension Service Farm Labor Handbook.

## Career Opportunities

Child day care providers will most likely need more training in the future. For more information contact one of the following:

### Child Day Care Provider

- Any joint vocational school located in Ohio that offers child care training
- Home Economics Education Department, 65 S. Front Street, Columbus, OH 43266-0308
- the Ohio Cooperative Extension Service, through your county office
- Nearby colleges and universities having child care courses

### Nanny

- North American Nannies Institute, Dr. Judith Bunge, Executive Director, 61 Jefferson Ave., Columbus, OH 43215, (614) 228-6264

### Resources/Additional Reading

- Action for Children, 3615 Superior Ave., Building 31, 4th Floor, Cleveland, OH 44114 or Action for Children, 92 Jefferson Avenue, Columbus, OH 43215

**This publication is not intended to provide legal advice. If you wish to start a child care service, legal counsel should be obtained. There are liability concerns, forms of business questions, agreements to be prepared or reviewed, tax considerations and labor laws to consider.**

## Ohio Department of Human Services District Offices (Day Care Licensing and Questions)

### **Canton District Office**

Continental Building  
117 Walnut Ave.  
Canton, OH 44702  
(216) 430-3900

**Counties:** Ashland, Belmont, Carroll,  
Columbiana, Coshocton, Guernsey, Harrison  
Holmes, Jefferson, Mahoning, Monroe, Noble,  
Portage, Stark, Summit, Trumbull, Tuscarawas,  
Wayne

### **Cincinnati District Office**

Building, 4th Floor  
100 E. Eighth St.  
Cincinnati, OH 45202  
(513) 852-3350

**Counties:** Adams, Brown, Butler, Clermont,  
Clinton, Hamilton, Highland, Montgomery,  
Preble, Warren

### **Cleveland District Office**

Frank J. Lausche Bldg.  
Room 990  
615 W. Superior Ave.  
Cleveland, OH 44113  
(216) 622-3401

**Counties:** Ashtabula, Cuyahoga, Geauga,  
Lake, Lorain, Medina

### **Columbus District Office**

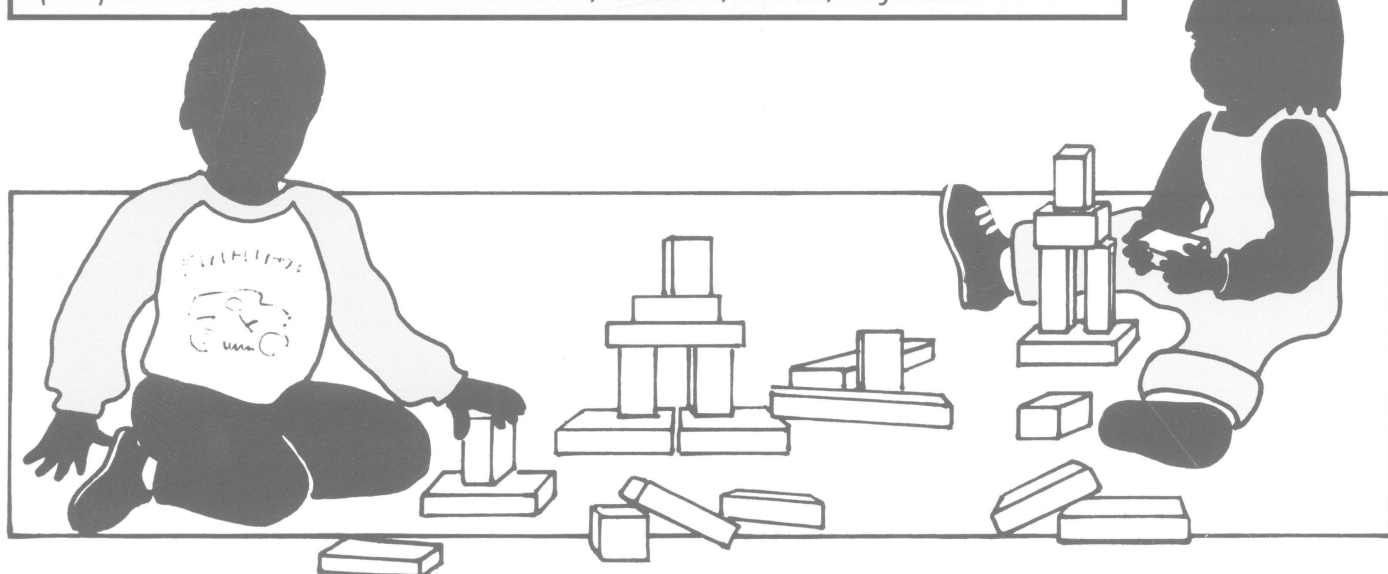
899 E. Broad St.  
Columbus, OH 43205  
(614) 466-7765

**Counties:** Athens, Champaign, Clark, Darke,  
Delaware, Fairfield, Fayette, Franklin, Gallia,  
Greene, Hocking, Jackson, Knox, Lawrence,  
Licking, Madison, Meigs, Miami, Morgan,  
Morrow, Muskingum, Perry, Pickaway, Pike,  
Richland, Ross, Scioto, Union, Vinton,  
Washington

### **Toledo District Office**

One Government Center  
Room 913  
Toledo, OH, 43604  
(419) 245-2830

**Counties:** Allen, Auglaize, Crawford, Defiance,  
Erie, Fulton, Hancock, Hardin, Henry, Huron,  
Logan, Lucas, Marion, Mercer, Ottawa,  
Paulding, Putnam, Sandusky, Seneca, Shelby,  
Van Wert, Williams, Wood, Wyandot



# Looking at Types of Child Day Care: A Quick Summary and Comparison

	Number of children	Place of operation	Regulations that need to be met	Inservice Training	Employees hired	Funding	Qualifications	Other service provided
<b>TYPE B</b>	1-6 children (no more than 3 children under 2 yrs. of age)	own home	certification contact County *DHS ----- Home Inspections by *DHS	20 hrs. annually up to 60 hrs.	no	Public or Private	18 yrs. of age	
<b>IN-HOME</b>	Any number of children, if children are of immediate family ----- Provider may bring 2 of her own children with employer's permission	In the child's home	certification contact County *DHS ----- Home Inspections by *DHS	20 hrs. annually up to 60 hrs.	no	Public or Private ----- In-home provider needs to be paid at least minnum wage	18 yrs of age (at least 1) of the following: - at least 6 months expereince in caring for a child 6 yrs. old - associate or higher degree in child development - 2 yrs Vocational child care training program	
<b>TYPE A</b>	7-12 children ----- 4-12, if 4 children are under 2 yrs of age	own home or permanent residence of administrator	Licensing contact District *DHS -building -fire	15 hrs. annually up to 60 hrs.	yes	Public or Private	same as child day care centers	Part-time Parent Cooperative Drop-in School age
<b>CHILD DAY CARE CENTERS</b>	13 or more children	not own home  separate facility - example: churches, school house, other community buildings, etc.	Licensing contact District *DHS -State Building Inspector -State Electrical -State Fire	15 hrs. annually up to 60 hrs.	yes	Public or Private	Administrator -18 yrs of age -high school diploma GED -2 yrs of training child care or 2 yrs of expereince of giving daily child care ----- Employee -18 yrs of age -high school education -can be less than 18 yrs if student in 2nd yr of vocational training	Part-time Parent Cooperative Drop-in School age

**CHILD CARE FOOD PROGRAM STANDARDS**  
Family Day Care Homes Residential Health Inspection

Provider Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Sponsor: \_\_\_\_\_

	YES	NO	COMMENTS
<input type="radio"/> 1. Stairs, walkways, ramps, and porches are free from hazardous accumulation.			
<input type="radio"/> 2. Doors and windows effectively screened during warm seasons?			
<input type="radio"/> 3. Indoor/outdoor space for play provided either on the premises or easily accessible and free from conditions that might endanger children.			
<input type="radio"/> 4. During winter months, Fahrenheit temperature should be between 65-70° in rooms occupied by children.			
<input type="radio"/> 5. Is the water supply of satisfactory quality for drinking, washing, bathing and household uses? If water is supplied from springs, wells, or other private sources, has it been tested by the Ohio Department of Health?			
<input type="radio"/> 6. Kitchen is clean and in good repair?			
<input type="radio"/> 7. Animal litter boxes are not kept in a room where food is prepared or eaten.			
<input type="radio"/> 8. Dishes are washed, rinsed, and dried in a sanitary manner.			
<input type="radio"/> 9. Bathroom and toilet equipment adequate to handle children's needs safely and quickly.			
<input type="radio"/> 10. Access to a telephone on the premises or means of 2-way communication.			

	YES	NO	COMMENTS
O,D 11. Are trash and garbage disposed of or stored properly?			
O 12. Is food (dry, freezer, cooler) stored properly?			
O,D 13. Clean, adequate sleeping space with an adequate supply of clean bedding provided for each child?			
O 14. Are water heaters set over 115°?			
O 15. There is at least one lavatory (sink) with hot and cold water. Soap, single service paper or cloth towels and a waste container are available for children.			

NOTE: Some inspections, by their nature, may be confirmed by observation (O), some by discussion (D).

\_\_\_\_\_  
**Date of Inspection**

\_\_\_\_\_  
**Health Inspector Name**

**Approved** \_\_\_\_\_

**Cannot Approve,  
Requires reinspection** \_\_\_\_\_

-----

\_\_\_\_\_  
**Date of Reinspection**

\_\_\_\_\_  
**Health Inspector Name**

**Approved** \_\_\_\_\_

**Cannot Approve** \_\_\_\_\_

## Appendix II

### WEEKLY ACTIVITY CHART

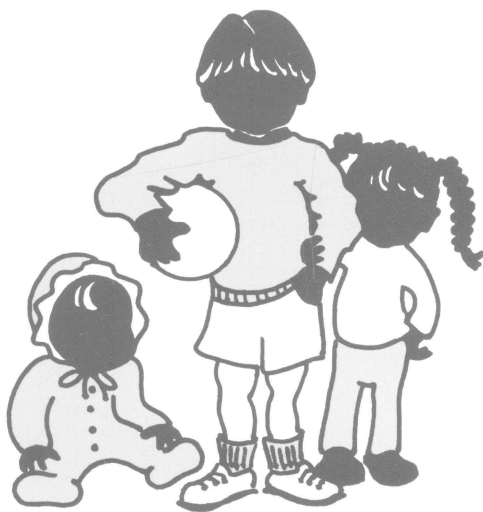
Day	Art	Cooking/ Household	Special After- Noon Activity	Stories/Music	Outdoor Activity
<b>Monday</b>	Make playdough	Butter toast	Plant beans	Sing "grow-grow-grow" Read <i>The Carrot Seed</i>	Plant beans
<b>Tuesday</b>	Playdough	Cut apples	Play grocery store	Read <i>The Farm</i>	Paint sidewalks with water
<b>Wednesday</b>	Paint on grocery bags	Collect seeds from melon	Play grocery store	Read <i>Foods We Grow</i>	Collect leaves for tomorrow's art
<b>Thursday</b>	Glue seeds and leaves	Look in grocery ads for farm foods	Play farmer	Sing "grow-grow-grow" Read <i>The Super Market</i>	Use bikes in grocery play
<b>Friday</b>	Trip to grocery store—finding farm foods				

Resource—Caring For Children In Your Home, 1987.

### SAMPLE PROGRAM PLAN

Time (a.m./p.m.)	Suggested Activities
7:00-8:00	Children arrive; breakfast
8:00-9:00	Clean kitchen; quiet play with puzzles, blocks, dolls, etc.; older children off to school
9:00-10:00	Play outdoors; go on walk; play in sandbox
10:00-11:00	Snack; morning story time; listen to records, sing
11:00-12:00	Indoor play with blocks, cars, puppets
12:00-1:00	Children help prepare lunch; eat, and clean up
1:00-3:00	Story before napping; nap or quiet resting time
3:00-4:00	School-age children arrive; snack; coloring and drawing/art activity
4:00-5:00	Dress-up play; large-muscle activities
After 5 pm	Straighten-up time; children leave

Resource—Caring For Children In Your Home, 1987.



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STATE  
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